**Changes voted at the November 21, 2022, meeting of the Rehoboth Personnel Board re Massachusetts General Law Chapter 117, An Act Prohibiting Discrimination Based on Natural and Protective Hairstyles**

**POLICY NUMBER 11.0 RECRUITMENT AND APPOINTMENT**

11.1 Policy. The town shall make every effort to attract and employ qualified persons.

Every person, regardless of race, creed, color, national origin, religion, sex, sexual orientation, ancestry, natural or protective hairstyle, veteran status or handicap, applying for employment in the town, will receive equal treatment. Persons shall be recruited from a geographic area as wide as necessary to assure that qualified candidates apply for various positions. The recruitment, selection, and promotion of candidates and employees shall be based solely on job related criteria as established in the position descriptions and in accordance with proper human resource management practices.

**POLICY NUMBER 28.0 GRIEVANCE PROCEDURE**

28.1 Policy. It is the policy of the Town that employees should have an opportunity, when appropriate and practical, to present their work-related complaints and to appeal management decisions through a formal grievance procedure. The Town will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

28.2 Appropriateness. An appropriate grievance is defined as an employee’s expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Examples of actions, which may be causes of grievances appropriate under this policy, include:

(a) Application of Town policies, practices, rules, regulations, and procedures believed to be to the detriment of an employee.

(b) Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation.

(c) Alleged discrimination because of race, creed, color, national origin, religion, sex, veteran status, sexual orientation, ancestry, natural or protective hairstyle, or handicap.

**POLICY NUMBER 29.0 INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**

29.3.B (3) Prohibited Conduct: ....

(3) sending or displaying threatening or harassing messages, materials, or images, including, but not limited to, messages, materials or images of a sexual nature, racial, ethnic, sexual, religious, or gender-based slurs, or messages or images that offensively address someone 's age, sexual orientation, religion, race, ethnicity, national origin, natural or protective hairstyle, disability or political beliefs.

**POLICY NUMBER 36.0 DRESS CODE GUIDELINES *[no changes recommended]***

36.1 Policy.

The Town of Rehoboth expects employees to maintain a high standard of personal hygiene and present themselves in a neat and professional manner. Job duties, responsibilities, degree of client contact and safety issues will govern the definition of one’s regular work attire. When job responsibilities place employees in direct contact with town officials, state officials or legislators they should dress in business attire or check ahead to see what would be considered appropriate attire. While the Town trusts each employee’s judgment, a dress code policy provides guidance for all employees in their work environments.

36.2 Applicability.

These guidelines apply to all non-uniformed employees in the town’s offices and facilities. Any assigned uniform or other identification materials provided or required by the department shall be worn in accordance with department policies.

36.3 General – All Employees.

All employees must be clean and well groomed. Grooming preferences or dictates by religion, ethnicity, etc. are not restricted, but should always be well presented. All clothes should be clean and neat and in good repair, without discernible rips, tears, or holes. Clothing or tattoos bearing offensive language or logos that are, or could be seen by others, as profane racist, sexist, political, or discriminatory are not permitted. Clothes that are typically worn for working out, outdoor activities or recreation, or are too revealing, are not allowed. The following are examples of inappropriate attire: sweat pants, yoga wear, mini-skirts, spaghetti straps, bare midriffs, tank tops, sport or casual sandals, flip-flops, and shorts, provided however that uniform-like work attire may include knee-length dress or cargo-style shorts, as deemed appropriate on a position-by-position basis.

36.4 General - Office Employees.

Office employees should, as a minimum, abide by standard business casual attire. Employees are expected to use good judgment and to show courtesy to their co-workers and the public by dressing in a manner that is appropriate for professional interactions in a place of business.

36.5 General – Non-office Employees.

Attire for employees working outside the office should be appropriate for the requirements of the job, including environmental conditions, and worker safety, etc. These requirements are established and enforced by the department head.

36.6 Enforcement.

Department heads are responsible for advising employees about their appearance and attire, as well as ensuring that employees adhere to the department’s safety policies and comply with OSHA standards. If a violation does occur the department head will have a private conversation with the employee and may require the employee to go home and change. Employees will not be compensated for the time away from the job. Repeated policy violations will result in disciplinary action up to and including termination.